

PROCEDURE FOR REPORTING THEFT OR LOSS OF CONTROLLED SUBSTANCES

Phar 8.02(3)(f) Records: *Required records shall be maintained as follows: Any pharmacy, practitioner or other drug enforcement administration registrant authorized to possess controlled substances shall notify the regional office of the drug enforcement administration, the local police, and the pharmacy examining board of the theft or loss of any controlled substances upon discovery of such theft or loss.*

Any pharmacy, practitioner or other drug enforcement administration registrant is responsible for reporting **any** theft or loss of controlled substances to:

1. *U.S. Department of Justice, DEA Kluczynski Building, Ste. 1200, 230 S. Dearborn Street, Chicago, IL 60604 (312-353-1236, or 1-800-478-7642 toll free 24 hours)*
2. *Wisconsin Pharmacy Examining Board, P.O. Box 8935, Madison, WI 53708-8935, (608-266-2112).*

All thefts or losses must also be reported to the local law enforcement officials.
Please send a copy of the police report, when available to the Pharmacy Examining Board.

Report the theft or loss on DEA Form#106 (Report of Theft or Loss of Controlled Substances), obtainable from DEA at **www.deadiversion.usdoj.gov** .

Make four copies. Send the **original** and one copy to the DEA office, one copy to the Pharmacy Examining Board, and one copy should be kept with the biennial inventory in the pharmacy.